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DD/A
File

Personnel-12

DD/A 78-1378/10

31 MAY 1978

MEMORANDUM FOR: Director of Personnel

FROM :

[REDACTED]
Career Management Officer, DDA

25X1A

SUBJECT : Uniform Promotion Systems (U)

REFERENCES : A. Memo frm DDCI to Deputy Directors dtd
7 Apr 78, Same Subj
B. Memo frm D/Pers to Deputy Directors dtd
25 Apr 78, Subj: DDCI Memo dtd 7 Apr 78
Uniform Promotion Systems
C. Memo frm DDCI to Deputy Directors dtd
13 Apr 78, Subj: Establishment of Career
Service Panels for the Career Management
of Secretarial and Clerical Personnel
D. Memo frm D/Pers to Deputy Directors, dtd
4 May 78, Subj: Internal Guidelines
Regarding Implementation of the DDCI's
Memorandum on Establishment of Career
Service Panels for Secretarial and Clerical
Personnel

(U) In response to referenced memoranda, we wish to report that the following actions have been finalized by the Directorate of Administration:

a. The promotion model developed by the Office of Personnel for the DDA was distributed to each of the Directorate Sub-groups for their review. As a result an agreement was negotiated as to the minimum number of DDA promotions to be effected for the remainder of FY78 and for future years commencing in FY79. The finalized figures, including a separate model for the Office of Communications, were forwarded to your office on 24 May.

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b. We have insured that each DDA Sub-group has comprehensive promotion criteria and that the criteria has been published.

c. We have studied the proposed revised schedule for fitness report submission and the associated dates for evaluation and promotion. As a result of some problems associated with adopting this schedule within the DDA, we have proposed certain changes and suggested these changes to Chief, Review Staff, Office of Personnel .

d. We have insured that each DDA Sub-group had, by 15 May 1978, an established panel structure to administer the career management of its secretarial and clerical employees and that a notice regarding the panel membership had been published.

e. A Senior Secretarial Panel (SSP) was established, effective 15 May 1978, to administer a career management program for DDA senior secretaries, GS-08 and above.

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